



Soha Muskan

Accountant manager

About Me

Providing high quality work is my first priority uncompromising on communication skills, proficient in work ethic plus accuracy in time management. Seeking new things is on my go to list. Always ready to help.

Contact



Phone

+92 342 8365803



Email

sohamusk@gmail.com



Address

Quarter D-7 Sector 42 VTI campus, Korangi 2.5 , Khi.

Language

Urdu

English

Expertise

Soft skills

- Strong communication
- Hardworking
- Handle work pressure
- leadership
- Time management

Hard skills

- Photo editing
- Logo maker
- Video editing
- Content creator
- Freelancing
- MS office

Education

Matriculation

God blessing public school (2016)

Intermediate

Government degree college Korangi 6 (2020)

BA(economics)

Karachi University(2022)

Experience

Smart wave industries March -July 2022

Account manager

- Managing company assets and financial expenditure
- Maintaining files account receivables and updating too.
- Ensure the petty cash flow by recording transactions.
- Updating Project databases on monthly basis.
- Accomplished each task assigned by the management.

Ossols Private limited August -December(2021)

Customer service representative

- 200+ calls dialed on daily basis, while entering the data into Ms-excel sheet.
- With positive attitude , Politely answering the calls.
- Provided excellent customer service.
- Competent problem solver.

School teacher (5 years)

- Iqra Rohat-ul-atfal(1 year)
- The Creators (1 year)
- Virtual Academy (2 months)
- Pak Oxford (6 months)
- The Nimbus (6 months)
- Home tuitions (past 7 years)